GUIDELINES TO WRITING EFFECTIVE RESOLUTIONS
(Prepared by Dennis Demmert and edited by Ross Soboleff, September 2000

Summarize the resolution in the title.
--The title states the action being requested and identifies the person or organization that the resolution is asking to take action.

Draft the “Resolved” clause first.
--By drafting this first, you are providing a focus for the “Whereas” clauses. This Resolved clause states what you want done. The “Resolve” clause must stand alone.

Draft “Whereas” clauses second.
--These clauses are supporting the “Resolved” clause. Each clause should present a separate reason in support of the resolution.

Be specific.
--Get all the facts about the issue being addressed. Use the most supportive facts in the “Whereas” clauses. Be clear about what action is being requested.

Verify the accuracy of everything in the resolution.

Use “Further resolved” sparingly.
--One “Resolved” clause is usually sufficient. Do not use this to indicate the receiver of the resolution.

Name the ANB/ANS in the Resolve clause as the sponsoring organizations.
--For example, “Resolved, That the Alaska Native Brotherhood and the Alaska Native Sisterhood in Grand Camp assembled in October 2017...”

Edit every resolution.
--Review each resolution critically. Make sure that the grammar and facts are correct. Eliminate weak “Whereas” clauses. Other people reviewing each resolution is helpful.

Standard punctuation for a resolution:
--Capitalize each “Whereas”, followed by a comma.
--Capitalize the word following each “Whereas”.
--Use a semicolon (;) and the words “Therefore, be it” at the end of the “Whereas” clause.
--In a resolution, no punctuation follows “Therefore, be it”.
--Put a period at the end of each “Resolved” clause.

Submit all resolutions in two forms:
--Hard copy (printed) and on CD or thumb drive.